



South East Fermanagh Foundation

Supporting Victims & Survivors, Strengthening Communities

Welfare Administrator – Fivemiletown/ Lisnaskea

Application form

July 2024

This form is accompanied by:

Recruitment Equal Opportunities Monitoring Form

Current up to date CV

SECTION 1 of 11: Personal details

Surname:	Forename(s):
Address:	Telephone number:
	Mobile number:
	Email address:

SECTION 2 of 11: Declaration

To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.

Signature:	Date:
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Please tell us where you heard about this vacancy:

Internet Other (please specify)

Newspaper

SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

- 1. Please tell us about your experience and qualifications relevant to working in the field of administration, and supporting a team.**

Please also tell us how you prioritise duties and tasks within a busy administrative role.

2. Please tell us about your experience in the use of Microsoft packages including Outlook, Excel, PowerPoint and Word, and how you used these packages to support work in administration for a team.

3. Can you tell us about your experience in taking client calls in a busy office environment, and any experience you have in providing a triage service for clients of a service.

4. Can you please tell us about your experience in the use of database and/ or case management systems previously, especially highlighting if you have experience in the use of Advice Pro.

5. Please tell us about your past experience in time management, and prioritising a workload with effective outputs, what are your skills in organisation and time management in a busy role.

6. Please evidence your experience in preparing reports for a team, manager, or funding body, and in securing protected information.

7. Please show your experience and understanding of the importance of the storage and management of information including case files, including the accuracy required to maintain records and the systems utilised to store them (GDPR).

8. Please tell us about your knowledge of the welfare system in Northern Ireland and in particular if you have knowledge or experience about the Troubles Permanent Disablement Payment Scheme.

SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you need a visa or work permit to work in the UK?	<input type="checkbox"/> yes	<input type="checkbox"/> no

If Yes please give details including expiry date and any restrictions:

SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? (<i>Declaration subject to the Rehabilitation of Offenders Act 1974</i>)	<input type="checkbox"/> yes	<input type="checkbox"/> no
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If yes please give details:

SECTION 6 of 11: Current salary

Please state your current or most recent salary:

SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	Reference 2
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

SECTION 8 of 11 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

SECTION 9 of 11 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 10 of 11 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 of 11 Driving License/Transport

Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.

Yes No

Give details if required:

(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM (Closing date: 1pm Thursday 1st August 2024)

By email to emma.burton@seff.or.g.uk (please note the application will need to be signed and scanned)

Or by Post:

South East Fermanagh Foundation
c/o 1 Manderwood Park,
1 Nutfield Road,
Lisnaskea.
County Fermanagh.
BT92 0FP

Telephone: 028 677 23884